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**Child Support Hotline: 800-840-8757**  
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Service Consultants for Delinquency Cases  
Contractor Duties, Responsibilities and Requirements  
August 18, 2008

House Enrolled Act 1001 (HEA1001) establishes that the State of Indiana, through the Department of Child Services, will assume the financial responsibility for some services and/or placements relating to children adjudicated as delinquents or children receiving services through an Informal Adjustment effective January 1, 2009. The Department of Child Services, to assist with the management of this project, plans to enter into arrangements with Independent Contractors in all 18 Regions of Indiana with the duties, responsibilities and requirements as outlined below. These Independent Contractors will not be provided office space, equipment, benefits, travel or per diem costs, or any other assistance associated with employment with the State of Indiana. Each Region will contract with a minimum of one individual who will be based in that Region. However, workloads may require that contractors review cases from other Regions with the same duties, responsibilities and requirements.

An Independent Contractor is primarily responsible for reviewing recommendations made by probation staff for programs, services and/or placement on delinquency cases, including Informal Adjustments funded through the Department of Child Services, subject to the terms and conditions of the Professional Services Contract (see Draft Professional Services Contract). In addition, the following standards must be followed:

- 1) Obtain all relevant information from Probation Officer by fax, email, personal pick-up or mail to include at a minimum (if available) the Preliminary Inquiry (PI), the Pre-Disposition Report (PDR), a risk assessment, a needs assessment, fingerprint criminal history records for non-licensed placements, mental health or psychology evaluations if relevant, school information (including IEP information if applicable), police report(s), any provider progress reports, a completed case plan if available, and all other information used by the Probation Officer in the development of the service recommendations.
- 2) Thoroughly review all recommendations based on information submitted and either concur with the probation recommendations or develop alternative recommendations with justification within specified time frame (3 days) using approved forms.



*Protecting our children, families and future*

- 3) Follow all established protocols related to written documentation and communication with probation departments related to delinquency cases being reviewed.
- 4) Demonstrate expertise in all available programs, services and/or placements available to delinquent youth in designated geographical area including a review of all literature provided by the agency/facility and an assessment of whether outcome based practices utilizing effective treatment techniques (based on research) are being used.
- 5) Demonstrate expertise in all policies related to delinquency cases as well as child welfare cases.
- 6) Participate in all designated training, staff meetings, supervisory meetings or other meetings to assist with developing a strong collaborative approach to jointly determining the most effective treatment approach for identified delinquency needs. (May require travel and overnight stays).
- 7) Obtain and/or maintain equipment/services necessary (personal computer and printer) to effectively receive and/or transmit information, including high speed internet access, ability to receive/transmit Word documents and PDF documents, fax capability, copier capability, locked filing cabinets, and all other necessary supplies needed to complete all identified expectations prior to the beginning date of the contract.
- 8) Promptly appear for and provide testimony in Court hearings if requested by DCS staff or as necessary based on a subpoena.
- 9) Provide information and assistance to probation officers regarding the necessary documentation required to fulfill all statutory obligations.
- 10) Provide information to the appropriate school district regarding legal settlement for children placed in DCS paid placements per established policy and Indiana Code.
- 11) Provide statistical information regarding number of cases reviewed, number of recommendations affirmed, number of alternate recommendations made and percentage of cases reviewed with feedback provided within 3 business days and any other statistics requested.
- 12) Perform other relevant tasks as identified during the course of the contract which are relevant to the analysis and documentation of the review process.

Requirements to be considered as a potential contractor:

Educational Requirements:

- 1) Bachelor's Degree in Criminal Justice, Sociology, Psychology, Social Work or other Related Field
- 2) Advanced degree in one of the above fields preferred.

Additional Requirements:

- 1) A Minimum of 3 years Experience working in a child welfare agency, probation department, a department of correction agency or other closely related agency providing direct services to youth and their families
- 2) Extensive knowledge of juvenile probation policies, procedures and requirements and/or extensive knowledge of child welfare policies, procedures and requirements.

- 3) Basic knowledge of programs, principles and theories related to effective delinquency programs, services and placements as identified through evidence based practice, research and evaluation.
- 4) Basic knowledge of regional agencies that provide services to children and families.
- 5) Excellent written and verbal communication skills; writing samples will be required.
- 6) Ability to maintain a “home office” environment as described above.
- 7) Experience in reviewing or analyzing therapeutic programs for youth/families and/or developing or reviewing outcomes.
- 8) Excellent interpersonal skills.
- 9) Successful fingerprint criminal history background check and child protection services (CPI Index) check.
- 10) Permanent residence within Region hired to provide services for (although some cases reviewed may be from outside of that region based on workload and identified need).

Please submit a Letter of Interest, Resume, College Transcripts and Writing Sample (Research Report, Case Plan, Progress Report or other example of writing) to [HR@dcs.in.gov](mailto:HR@dcs.in.gov) by Close of Business (4 p.m. E.S.T.) on September 9, 2008.